

Communicating with the Commission

If you wish to contact the North Carolina Real Estate Commission by phone or fax, mail or e-mail, please refer to the following information.

North Carolina Real Estate Commission

Mail

1313 Navaho Drive
Post Office Box 17100
Raleigh, North Carolina 27619-7100

Telephone

919/875-3700

You will receive more prompt service if you use this directory when calling the Commission. If the automated telephone attendant answers your call, you may access the section or division shown in the "Access Code" column by dialing on your touchtone phone the number shown parenthetically ().

Subject Access Codes

- Application form requests Receptionist (0)
- Real estate license renewals and record changes Records Section (1)
- Complaints and legal matters (Consumer complaints/inquiries, pending cases/hearings) Legal Services Division (2)
- Education matters Education Section (3)
- Real estate license qualifications and examinations Application Section (4)
- Real estate firm licensing and licensing by reinstatement or reciprocity Licensing Section (5)
- Complaint investigations and audits . . . Audits and Investigations Division (6)
- Administration, personnel matters and accounting Administration Division (7)
- Other matters Receptionist (0)

Interactive Voice Response

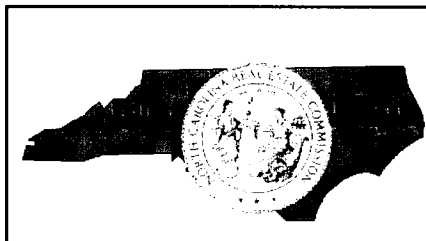
To retrieve licensee data (license status, CE credits, broker-in-charge information, etc.) from the Interactive Voice Response (IVR) system, use a touchtone phone to dial (919) 850-2753.

E-Mail

- Executive exec@ncrec.state.nc.us
- Administration admin@ncrec.state.nc.us
- Education & Licensing . . educ@ncrec.state.nc.us
- Audits & Investigations . . . ai@ncrec.state.nc.us
- Legal Services legal@ncrec.state.nc.us
- Records records@ncrec.state.nc.us

Internet

Web Site: www.ncrec.state.nc.us



"Visit" the Commission on-line - your easy access to Commission information. The Internet brings to your computer

screen licensing information including the License Law, Commission Rules, Trust Account Guidelines, State Fair Housing Act, general information and guides, sample forms and real estate licensing forms. Also, exam schedules and review dates as well as Commission publications including the *Bulletin* and *CE Schedule*, Commission brochure and the complete *Question and Answer Series*.

Fax-on-Demand

The following documents are available from the various Commission Divisions/Sections by dialing on your touchtone phone (919) 850-2757.

Administration/Records

- Request to Activate Broker or Salesman License, Notification of Salesman Supervision, Notification of Change of Broker's Business Address
- Broker-in-Charge Declaration
- Request for Reissuance of Real Estate License Certificate and/or Renewal Pocket Card

Education/Licensing

- Continuing Education Course Schedule
- Publications Order Form
- License Examination Schedule and License Examination Review Schedule
- Basic Trust Account Procedures Course Schedule and Registration Form
- Order Form for License Examination Candidate Roster
- Order Form for Register of New Licensees

Legal Services

- Complaint Form
- Criminal Conviction Reporting Form
- Residential Property Disclosure Statement
- Disclosure to Buyer From Seller's Agent or Subagent

Other

- Request for Program Presenter
- 1997 Commission Meeting Schedule